

Administrative Specialist

Position Description

This position supports the administrative and logistics functions. The incumbent is responsible for:

- Successful and efficient coordination of finished product shipping (rail and truck) and raw material receiving
- Clerical and administrative duties as required for a continuous improvement office environment
- Invoice verification (verification of receipt) and payment initiation

Required Skills

To be successful in this position the incumbent must possess these skills and abilities:

- Demonstrated ability to initiate, establish and maintain effective collaborative relationships and communication with plant personnel, customer personnel and DuPont personnel at other locations
- Demonstrated ability to work independently and to self-manage. The incumbent must be able to recognize needs, organize and execute work with little or no involvement of others
- Demonstrated proficiency utilizing organizational, interpersonal, time management and multi-tasking skills to achieve desired business results
- Proficiency using MS Excel, Word, Windows environment
- Ability to troubleshoot and identify problems and engage in creative problem-solving
- Demonstrated working knowledge of SAP. Must also be able to learn and use other job specific software
- Demonstrated ability to work with individuals and teams of diverse backgrounds
- Demonstrated adaptability/flexibility in dealing with administrative tasks to meet demands and to ensure deadlines are met
- Demonstrated ability to maintain professionalism and confidentiality
- Effective communication, both written and oral
- Assessment of and adherence to business deadlines and time commitments
- Demonstrated ability to manage electronic and paper files.

Other Desired Skill and/or Experiences (not necessarily required but considered a plus)

- Experience with invoice management, receipt verification, account reconciliation
- Experience and/or understanding of supply chain and logistics

Education

- Successful candidate should possess a two-year degree in Business Administration, Accounting or equivalent demonstrated and relevant experience

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Jeffrey M
Simoneaux/HO/DuPont
02/24/2012 09:18 AM

To Meta Smith/AE/DuPont
cc
bcc
Subject Re: JOB POSTING -- ADMINISTRATIVE SPECIALIST 

Meta,

Since this would be a lateral move which might go by plant seniority, if this position is still available when it gets to me I would like to speak to you about it.
I have included a copy of my resume for you to retain.

Is DuPont offering this position to on site employees first, if not can family member's apply as well?

Thanks,

Jeffrey M. Simoneaux

**Jeff Simoneaux
37177 Lakeshore Avenue
Prairieville, Louisiana
70769
(225) 673-6975**

Qualification's for Administrative Specialists

Work Experience

**DuPont Burnside Plant Operations, Safety Health and Environmental Committee
Chairman for fourteen years, Lock, Tag and Try Designer for nine Turnaround
Projects, DuPont Chemical Corporation, Highway 44 Darrow, Louisiana from
November 11, 1990 to Present**

**Insurance Sales Representative, Aflac Insurance, Baton Rouge, Louisiana from
March 2002 to July 2004 (Part -Time)**

**Sales Representative, Norell Services, St. Rose, Louisiana from July 1990 to October
1990**

**Assistant Manager Promoted to Opening Store Supervisor, Kmart Corporation,
Euless, Texas from May 20, 1989 to July 26, 1990**

Sales Representative, Nabisco Brands, Destrehan, Louisiana from May 1984 to August 1989 (Worked for my college education)

Educational Experience

Passed Louisiana State examination for Life and Health Insurance Sales License, Baton Rouge, Louisiana in 2002

Bachelor of Science Degree Business Marketing, University of New Orleans, New Orleans, Louisiana May 1989 (4 year degree)

Pursued Bachelor of Art's Degree in Architecture, Louisiana State University, Baton Rouge, Louisiana August 1984 to May 1986.

Applicable Training

Microsoft Access Training, Baton Rouge, Louisiana 1997

Quantitative Business Training, LaPlace, Louisiana 1999

"Calibration of the Eye" for Stack Opacity Readings nine years

HAZWOPER Incident Commander Training for seventeen years

Louisiana State University Fire School Training one year

Microsoft Word, Excel, and Access programming and user experience

SAP, Lotus Notes and Microsoft Power Point user experience

Non-work Activities

St. George Catholic Church Usher, Baton Rouge, Louisiana Current

Lakes at Ascension Subdivision Association Chairman for 2003 & 2004

Meta Smith/AE/DuPont



Meta Smith/AE/DuPont

02/24/2012 07:47 AM

To Allen T Williams/AE/DuPont@DuPont, Anatole L Monconduit/HO/DuPont@DuPont, Cleveland P Melancon/HO/DuPont@DuPont, Daniel P Boudreaux/HO/DuPont@DuPont, Debbie W Millet/HO/DuPont@DuPont, Drew P Tabor/AE/DuPont@DuPont, George M Valentine/HO/DuPont@DuPont, Gwen M Bean/HO/DuPont@DuPont, Herbert J Edwards/HO/DuPont@DuPont, Ivy Alberes/HO/DuPont@DuPont, Jeffrey M Simoneaux/HO/DuPont@DuPont, John H Achord/HO/DuPont@DuPont, Kent M Templet/HO/DuPont@DuPont, Kerry J Levet/AE/DuPont@DuPont, Percy L Bell/HO/DuPont@DuPont, Randall G Griffin/HO/DuPont@DuPont, Rene C Becnel/HO/DuPont@DuPont, Ryan J Becnel/AE/DuPont@DuPont, Scot W Miller/AE/DuPont@DuPont, Steve Poirrier/HO/DuPont@DuPont, T J Ozbun/HO/DuPont@DuPont, Wade S Miller/HO/DuPont@DuPont, Kerry Long/AE/DuPont@DuPont, Leo Scott/AE/DuPont@DuPont, Damon J Babin/AE/DuPont@DuPont, Terrance M Johnson/AE/DuPont@DuPont, Elizabeth M Cromwell/AE/DuPont@DuPont, T Gene Clemons/HO/DuPont@DuPont, Thomas Miller/CL/DuPont@DuPont, Daniel Monhollen/AE/DuPont@DuPont, Glen E Powell/AE/DuPont@DuPont, Ronald L Townley/AE/DuPont@DuPont, Donna F Lowry/AE/DuPont@DuPont, Eldridge Simon/AE/DuPont@DuPont, Gary O1 Simpson/AE/DuPont@DuPont

cc

Subject JOB POSTING -- ADMINISTRATIVE SPECIALIST

JOB POSTING: Administrative Specialist

POSITION: Nonexempt Salary -- Days -- Reports to Meta Smith



Admin
Specialist.doc

QUALIFICATIONS: See attached job description

SUBMISSION
REQUIREMENTS: E-Mail interest to Meta Smith, include resume and any information relative to position qualifications

APPLICATION

DEADLINE: Monday, March 5 -- by or before 11:59 a.m.

NOTE: Qualified candidates will be subject to administration of validated clerical test

Feel free to contact me with any questions.

Regards,

Meta Smith

DuPont Burnside


DUCOM: 642-5980

External: 225-473-5980

Meta.Smith@usa.dupont.com

You're either part of the solution, or you're part of the problem – Eldridge Cleaver

Jeffrey M
Simoneaux/HO/DuPont
02/24/2012 12:24 PM

To Meta Smith/AE/DuPont
cc
bcc
Subject Re: JOB POSTING -- ADMINISTRATIVE SPECIALIST 

Meta,

Thankyou for your reply, I will have many questions after the interview process.


Regards,

Jeff M . Simoneaux

Meta Smith/AE/DuPont



Meta Smith/AE/DuPont
02/24/2012 10:30 AM

To Jeffrey M Simoneaux/HO/DuPont@DuPont
cc
Subject Re: JOB POSTING -- ADMINISTRATIVE SPECIALIST 

Thank you, Jeff, for your interest in this position.

The successful candidate will be selected based on meeting qualifications/passing the clerical test. Seniority could be a factor if there are two or more candidates meeting all qualifications.

If we are not able to identify an on-site candidate, we will post externally. In that case, we would go through our established recruiting process.

Let me know if you have any more questions.

Regards,

*Meta Smith
DuPont Burnside
DUCOM: 642-5980
External: 225-473-5980
Meta.Smith@usa.dupont.com*

You're either part of the solution, or you're part of the problem -- Eldridge Cleaver

Jeffrey M Simoneaux---02/24/2012 09:18:38 AM---Meta, Since this would be a latteral move which might...

From: Jeffrey M Simoneaux/HO/DuPont
To: Meta Smith/AE/DuPont
Date: 02/24/2012 09:18 AM
Subject: Re: JOB POSTING -- ADMINISTRATIVE SPECIALIST

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Valentine/HO/DuPont@DuPont, Gwen M
Bean/HO/DuPont@DuPont, Herbert J
Edwards/HO/DuPont@DuPont, Ivy
Alberes/HO/DuPont@DuPont, Jeffrey M
Simoneaux/HO/DuPont@DuPont, John H
Achord/HO/DuPont@DuPont, Kent M
Templet/HO/DuPont@DuPont, Kerry J
Levet/AE/DuPont@DuPont, Percy L
Bell/HO/DuPont@DuPont, Randall G
Griffin/HO/DuPont@DuPont, Rene C
Becnel/HO/DuPont@DuPont, Ryan J
Becnel/AE/DuPont@DuPont, Scot W
Miller/AE/DuPont@DuPont, Steve
Poirrier/HO/DuPont@DuPont, T J
Ozbun/HO/DuPont@DuPont, Wade S
Miller/HO/DuPont@DuPont, Kerry
Long/AE/DuPont@DuPont, Leo Scott/AE/DuPont@DuPont,
Damon J Babin/AE/DuPont@DuPont, Terrance M
Johnson/AE/DuPont@DuPont, Elizabeth M
Cromwell/AE/DuPont@DuPont, T Gene
Clemons/HO/DuPont@DuPont, Thomas
Miller/CL/DuPont@DuPont, Daniel
Monhollen/AE/DuPont@DuPont, Glen E
Powell/AE/DuPont@DuPont, Ronald L
Townley/AE/DuPont@DuPont, Donna F
Lowry/AE/DuPont@DuPont, Eldridge
Simon/AE/DuPont@DuPont, Gary O1
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cc

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You're either part of the solution, or you're part of the problem – Eldridge Cleaver

All new hires are considered on probation for the first year of their employment. Management will utilize this period to evaluate the employee's long-term fit with the Company. If at any time during the probation period Management determines the employee is not a good fit with regard to work ethic, teamwork, excessive absence, etc., they will be terminated. Also, an employee who is unable to advance to the top of their classification within a reasonable time will be terminated. Normal progression is expected to take a minimum of two years.

B. JOB VACANCIES

Job vacancies will be declared by the plant manager. When a specific need arises, qualification criteria for the position will be communicated to all employees. Those employees who feel they meet the qualification criteria may apply and will be subject to review against those criteria. They may also be required to take either a skills test or aptitude test, depending on the type of position available. Individuals who do not meet all of the criteria for a position may be disqualified from consideration. If more than one employee meets the qualifications for a position, the most senior plant service employee will be offered the position. If no current employees meet the criteria for a position, the vacancy will be filled first by excess employees and then finally from outside DuPont if no suitable candidates can be identified. If candidates from outside DuPont are to be considered, an employee review committee will be created by the Plant Manager. This committee will have the responsibility to review all candidates in consideration and make recommendations for hiring to the Plant Manager.

C. REDUCTION IN FORCE

In case of a reduction in force, the employee with the least plant seniority will be terminated first, providing the employees who are left have the ability and skill to perform the remaining jobs.

D. EMPLOYMENT/HIRING PRACTICES

Job vacancies that cannot be filled by an existing qualified employee will be considered for employment on the basis of their qualifications, in the following order:

First, former employees who were terminated because of lack of work within the preceding 12 months of the date of the vacancy, consideration for re-employment will be in the order of plant seniority held at the time of their termination.

Second, consideration will be given to outside applicants through DuPont Corporate Talent Acquisition.

1. Qualifications for opening(s) are established and approved by Plant Manager.
2. Hiring manager notifies DuPont Talent Acquisition of need and provides appropriate information.
3. Applicants will be screened by DuPont Talent Acquisition according to qualifications specified for position(s).
4. Applicants will be tested. Testing is done by the site in conjunction with Wilmington HR guidance based on required job qualifications/position(s).
5. Tests are processed and scored by third party as indicated by Wilmington HR. Scores will be provided to the site. Those qualifying on the test proceed to the interview step.
6. An interview team comprised of a cross-section of site leadership and non-exempts will conduct structured interviews for qualified candidates. The Interactive Interview process has been sanctioned as a best practice and should be used when hiring non-exempts.
7. Candidates will be rated by the interview team based on interview evaluation score and recommendation(s) will be made to the Plant Manager for selection via ranking list.
8. The verbal employment offer will be made to the selected candidate(s) contingent upon successful completion of physical, drug screening and background check.
9. New employees will start at applicable rate for position.

No other met qualifications
position was promised to
contractor.